

SECTION 6.15 EDUCATION FINANCIAL ASSISTANCE

Last Update: 02/05

The purpose of education leave with full or partial pay and education assistance is to assist state employees to develop skills that will improve their ability to perform state job responsibilities or, in the case of education leave, to also provide training and education opportunities for employees of a state agency that will enable the agency's director to better meet the staffing needs of the state agency.

Eligibility

Any nontemporary employee may be considered for education financial assistance.

Education financial assistance may be granted to employees to assist them in developing skills that will improve their ability to perform job responsibilities.

An employee receiving other financial assistance, such as scholarship aid or Veterans' Administration assistance, will be eligible to receive education financial assistance only to the extent that the sum of all reimbursements does not exceed 100% of tuition and related expenses.

Education Institutions

An eligible employee may, under this program, attend any accredited education institution within the state. Attendance at an out-of-state institution may be approved by DAS provided there are geographical or education considerations which make attendance at an in-state institution impractical.

Reimbursement Criteria

An employee may be reimbursed for tuition, fees and related expenses upon submission of an original paid receipt from the education institution to the designated agency representative and proof of successful completion of the course as follows:

- Successful completion of undergraduate course requires at least a grade of "C-."
- Successful completion of a graduate course requires at least a grade of "B-."
- Successful completion of a vocational or correspondence course requires submission of an official certificate or diploma.

Continued Employment Requirements and Recoupment of Reimbursements

See Iowa Administrative Code 11—subrule 64.10(4) and 11—paragraph 64.10(3)"b."

Approval

Education financial assistance must be pre-approved by DAS [11 IAC 64.10(4) and 11 IAC 64.10(3)"b"]. The application and instructions for its completion are included with this chapter.